



# MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b>	Position Description for Transportation Policy Officer, Department of Transportation	<b>Number</b>	4-19
<b>Originating Department</b>	Office of Human Resources	<b>Effective Date</b>	

Montgomery County Regulation on

## POSITION DESCRIPTION –TRANSPORTATION POLICY OFFICER, DEPARTMENT OF TRANSPORTATION

Issued by: County Executive  
Regulation No. 4-19

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: None

Council Review: Method (1) under Code Section 2A-15  
Register Vol. 36 No. 2

Effective Date:

Comment Deadline: March 3, 2019

**Summary:** This regulation establishes the position description for Transportation Policy Officer, Department of Transportation, a non-merit position.

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Rockville, Maryland 20850

**Background:** Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

## TRANSPORTATION POLICY OFFICER, DEPARTMENT OF TRANSPORTATION

### DEFINITION OF CLASS:

Under the executive appointment of the County Executive and reporting to the Director, Department of Transportation, the Transportation Policy Officer (TPO) is responsible for shaping and implementing a complex transportation network for the County. This is an appointed, non-merit position in the County Government. The TPO is also responsible for ensuring the alignment and integration of strategies for the transportation,



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transportation planning, public works, and municipal parking functions.

## MAJOR DUTIES:

The Transportation Policy Officer directs transportation and infrastructure policies, programs, and strategic investments to ensure they are designed, managed, and operated in accordance with the County's commitment to increasing economic opportunity, improving public safety, building a more vibrant County, improving outreach to community members and other stakeholders, and strengthening the County's functionality.

Key responsibilities include examining issues and problems relating to transportation and developing responsive and fiscally sound policies for the Department's programs which impact on a variety of public, private, and community interests and operations. The work involves the planning, development, and implementation of County Government transportation programs which are essential to the County Government's mission and affects large numbers of people throughout the County.

## EXAMPLES OF DUTIES: (Illustrative Only)

- Maximize the value, within County's financial capacity, provided by the County's transportation system.
- Coordinate and align the County's transportation system and program with those of neighboring jurisdictions, the State, and regional transportation agencies.
- Ensure County's transportation and infrastructure facilities and programs are "best in class" and meet the diverse needs of the County.
- Oversee the policy direction for the Department of Transportation and transportation planning by exploring and developing solutions for mobility to effectively and efficiently move people and things, shape urban form, affect economic vitality, and impact quality of life within the County.
- Provide overall strategic direction to ensure high quality services are provided, maintain and improve the County's infrastructure, and guarantee a clean and safe environment.
- Provide vision and oversight to create financial and operational efficiencies by leveraging "best in class" parking system techniques and designs.
- Partner with the County Executive, Chief Administrative Officer, Director, Chief Operating Officer, County Council, and other county leaders to best achieve the County's stated mobility, access, and operational goals.
- Implement the County's Strategic Plan for Transportation.



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- Meets with and makes verbal and written presentations before appointed and elected officials, community organization and private sector business representatives, and officials of both regulatory and non-regulatory local, State, and federal government agencies.
- Guide investments in the County’s transportation assets to improve mobility and reduce operations and management costs where feasible.
- Make policy recommendations and decisions through improved data collection, performance management, engagement with County residents and national best practices.
- Oversee an effective, responsive and accountable organization to ensure the attraction and retention of a quality staff and provide professional development opportunities to successfully implement best practices that serve the evolving needs of County residents.
- Communicate with policymakers about projects, policies and results, and provide comprehensive information to the public.
- Foster collaborative and innovative partnerships with the County, regional, State, and federal agencies, community groups, industry organizations and the non-profit, private and philanthropic sectors to advocate for the County’s policy and investment priorities.
- Directs the coordinated analysis of and response to multi-divisional issues, e.g., review and analysis of Master Plans, Sector Plans, proposed legislation, etc.

### MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree in Public Administration, Business, Engineering, Transportation, Architecture, Urban Planning or a closely related field.

**Experience:** Minimum ten (10) years' experience in transportation or public works administration, public sector management, or a closely related field. Minimum five (5) years' experience in an executive level and/or leadership role. Experience must include working with internal shareholders including other departments and collective bargaining units. Additionally, the experience must include government, finance, and operations.

### Licenses, Registrations, Certifications, or Special Requirements:

*Preferred:*

- Master’s degree in transportation, urban planning, public policy, or a similar field
- Licensure by the State of Maryland as a Professional Engineer

### Knowledge, Skills, and Abilities:

- Excellent leadership skills with an exceptional ability to inspire, empower, mentor, develop, and sustain a highly functional team.
- Extensive knowledge of transportation management in a large and complex urban environment.



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- Exhibit a strong commitment to diversity and a passion of safe, sustainable transportation and infrastructure development.
- Knowledge of transportation planning, public works, and municipal parking systems.
- Excellent written and verbal communication skills.
- Must be politically savvy and sensitive to the interests of a wide-range of stakeholder groups, strategic partners, elected officials, and administrative colleagues.
- Strong understanding of and/or experience working with local, State, and/or federal transportation programs and policies with emphasis on transit and transportation demand management

**MEDICAL EXAM PROTOCOL:** Core Exam.

Approved:

\_\_\_\_\_  
Marc Elrich, County Executive

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND LEGALITY

OFFICE OF THE COUNTY ATTORNEY

BY: *[Signature]*

DATE: 1/11/19